

Housing Benefit (HB) & Council Tax Support (CTS) Change of Address Form



New Address/Address You Are Moving To:

Postcode

Please Return Form To:
 Housing Benefit Service
 Barrow Town Hall, Duke Street
 Barrow-in-Furness, LA14 2LD
 Telephone Number: 01229 404242
 E-Mail: benefits@barrowbc.gov.uk

Only fill in this form if you already receive HB/CTS from Barrow Borough Council

At your new address what do you wish to claim?

Housing Benefit Council Tax Support Second Adult Rebate

Part 1 About you and your partner **Claim No (if known)**

In this part please give details about yourself and your partner if you have one. By 'partner', we mean your husband or wife, or someone you live with as if you were married to them.

Do you have a partner who normally lives with you? No Yes If you have a partner, answer all the questions about them.

	You	Your partner
Surname or family name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
First names	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Title (Mr, Mrs, Ms, other)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Date of birth	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
National Insurance Number	<input style="width: 100%; text-align: center;" type="text"/>	<input style="width: 100%; text-align: center;" type="text"/>
Telephone Number	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Your Previous Address	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Part 2 Your New Address

What date did you move in?

At your new address are you:

a housing association tenant a private tenant

a council tenant an owner occupier

if other (please give details):

**Please return the completed form IMMEDIATELY -
 If you don't return within one calendar month your HB/CTS will be cancelled**

For Office Use Only

HB/CTS Claim No:	Property Reference:	Date Issued:	Date Received:
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Part 3 About Where You Live

Are you an owner?

No

Answer the next question

Yes

Go to Part 7

When did you start renting your home?

/ /

When did you move into this address?

/ /

Are you a council tenant?

No

Answer the next question

Yes

Go to Part 7

Part 4 Your Landlord Address

Your landlord's name

Your landlord's address

Postcode

Telephone Number

If your landlord has an agent, tell us their full name and address with postcode.

By agent we mean the person or organisation you actually pay your rent to.

Postcode

Telephone Number

Are you, or your partner, or any of your or your partner's children related to your landlord or their agent, or your landlord's partner?

No

Yes

What is their relationship?

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

is my landlord's or agent's

Part 5 About Your New Home

What sort of accommodation is it? Tick one box only

Detached house

Flat in a house

Caravan mobile home or houseboat

Semi-detached House

Flat in a block

Flat in a block

Terraced house

Flat over a shop

Hotel

Maisonette

Bedsit or rooms, or a studio flat

Residential nursing home

Bungalow

Hostel

Residential care home

Semi-detached Bungalow

Other (give details):

Do you or your household live in only part of the building?

No

Yes

If 'Yes', where in the building do you live?

Front

Centre

Rear

Other

Part 5 About Your New Home (continued)

How many floors are there in the building?

Which floor is your home on? All Basement First Second
 Other Ground Third Fourth

How many rooms are there in the building?

	In the whole property	For you and your household	Shared with other people
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is your home furnished by your landlord? No Yes
 If 'Yes', is it? Fully Furnished Partly Furnished Barely Furnished

Have you or your partner ever owned this property? No Yes
 If 'Yes' when did you sell it? / /

	You		Your partner	
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Does your landlord employ you or your partner? No Yes No Yes

Does your landlord live in the property you rent? No Yes No Yes

Part 6 About Your New Rent

How much is you rent? £ How often do you pay it? every

Do you get any rent free weeks? No Yes
 If 'Yes' how many?

Are you behind with your rent at your new address? No Yes
 If 'Yes' how much do you owe? £

Are you behind with your rent at your old address? No Yes
 If 'Yes' how much do you owe? £

Part 6 About Your New Rent (continued)

Does anyone else share the rent with you and your partner? No Yes

If 'Yes' tell us their names, the amount and how often they pay rent and their relationship to you and your partner (if you have one).

	£	every
	£	every

What type of tenancy is it? Assured Shorthold Other (please state)

How long is the tenancy for? / / to / /

When is the next rent increase due? / /

Does your rent include money for the following? (If you get a separate bill, it is not included)

	Included		How much and how often?	
Heating	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every <input type="text"/>
Hot Water	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every <input type="text"/>
Lighting	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every <input type="text"/>
Cooking	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every <input type="text"/>
Meals	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every <input type="text"/>
If 'Yes', what meals are provided?	Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Evening Meal <input type="checkbox"/>	
Council Tax	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every <input type="text"/>
Water Rates	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every <input type="text"/>
Garage or parking space	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every <input type="text"/>
If 'Yes' is it a condition of your tenancy that you rent the garage?	No <input type="checkbox"/>	Yes <input type="checkbox"/>		
Personal care and support	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every <input type="text"/>
Does your landlord provide any services eg gardening/cleaning?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every <input type="text"/>

If 'Yes' please give details

We must see proof of your rent, such as your tenancy agreement, before we can pay any benefit to help with your rent. All documents must be original. We cannot accept photocopies.

Part 7 Other Information

Please use this space to tell us anything else you feel may help us to deal with your claim (for example, if you want us to pay benefit from an earlier date). Please use a separate sheet of paper if you need more space.

Part 8 How You Will Be Paid And The Choices You Have

If you are a council tenant, we will pay any Housing Benefit into your rent account.

If you are awarded Council Tax Support or Second Adult Rebate we will pay this into your council tax account.

If you are a renting from a housing association, normally you can choose how your benefit is paid.

For other private tenants, your benefit will be paid direct into your account. If you have difficulty managing your money it may be possible to pay your landlord.

If you owe eight weeks' rent or more, we will have to pay your benefit to your landlord. You must tell us if this is the case.

Are you behind with your rent by 8 weeks or more?

No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

Do you rent your property from a housing association or private landlord? (Please tick)

A Housing Association	No	<input type="checkbox"/>	Go to Section A – Housing Association Tenants
A Private Landlord	Yes	<input type="checkbox"/>	Go to Section B – Private Tenants

Section A Housing Association Tenants

If you rent from a Housing Association you can choose to have your benefit paid:

- Straight into your Bank Account; or
- Directly to your Housing Association

If you do not have a bank account, why not open one? As well as receiving your Housing Benefit faster and more securely, a bank account will mean you can use other banking services. Even If you cannot open a current account, you may be able to open a basic bank account.

Where do you want us to pay your benefits to? (Please tick)

You	No	<input type="checkbox"/>	Fill in your payment details in Section C
A Housing Association	Yes	<input type="checkbox"/>	Please sign the declaration below

Paying Benefit to your Housing Association

If you want us to pay your benefit straight to your Housing Association you must sign this declaration. Please pay my Housing Benefit straight to my Housing Association. I understand that:

- I must always tell you about any change in my circumstances;
- If I do not tell you about any change of circumstances and you pay too much benefit because of this, I will have to pay back the extra benefit; and
- I may be prosecuted if I do not tell you about any change of circumstances.

Signature of person claiming **Date** / /

Section B Private Tenants

If you rent from a private landlord and are awarded Local Housing Allowance, your benefit will be paid straight into your bank account. We cannot normally pay your Local Housing Allowance directly to your landlord, except in special circumstances.

If you do not have a bank account, we may be able to help you. As well as receiving your Housing Benefit faster and more securely, a bank account will mean you can use many other banking services. Even If you cannot open a current account, you may be able to open a basic bank account.

Do you have a Bank Account which we can pay your Benefit into?

No Go to **Part 12**

Yes Please fill in your bank account details in **Section C** below – your account details.

Your Payments of Local Housing Allowance

We can only pay Local Housing Allowance to your landlord if you are behind with your rent by eight weeks or more, or if we decide that you are vulnerable. By vulnerable, we mean someone who is **not able to manage their money**. We have listed some examples below, but remember there may be other reasons too. A tenant may be vulnerable if he or she:

- Has a recent County Court judgment against them;
- is getting help from Supporting People;
- is getting help from a homeless charity;
- has learning difficulties; or
- is addicted to drugs, alcohol or gambling.

If you want us to consider paying your Housing Benefit directly to your landlord, because you feel you are not able to manage your money, please complete Part 12.

Section C Your Account Details

We usually pay your benefit from the Monday after you have asked for your form. We will pay your benefit straight into your bank account every four weeks, for the previous four weeks.

If we owe you eight weeks' benefit or more, we will automatically make the first payment to your landlord, unless you send us proof that you are not behind with your rent.

Your Account Details

What name or names is the account in?

Name and Address of your Bank or Building Society

Type of account - for example, a current account

Sortcode - -

Please tell us all six numbers

Account number

This is 8 numbers long

The roll/reference number if it is a building society account

We cannot pay Housing Benefit into the Post Office® Card Account provided by JP Morgan Ltd (This is an account that only can be used to receive state benefit, state pensions and tax credit payments.)

Part 9 Sharing Information With Your Landlord

May we discuss the progress of your claim with your landlord? Yes No

Allowing us to discuss your claim with your landlord may help us to deal with your claim quickly and reduce the risk of you falling behind with your rent because of your claim being delayed. However we will not give your landlord any information relating to your personal, household or your financial circumstances.

Your signature

Date / /

Part 10 Change Of Circumstances Declaration

If you do not tell us about the changes, we may pay you too much Housing Benefit or Council Tax Support. If this happens we are allowed to claim the money back from you.

Below are some examples of changes you need to tell us about;

- Anyone joins or leaves the household
- The income of anybody in your household goes up or down
- You or your partner's savings increase
- Anyone starts or stops getting Income Support, JSA or ESA for any reason
- Anyone starts or stops working or becomes a student

My circumstances apart from those declared on this form are the same Yes No

If no, please give details of the changes in your circumstances below:

Please provide proof of these changes – all documents must be original

Part 11 Declaration

Please read this declaration carefully before you sign and date it. It is an offence to give false information.

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me.
- You will use the information I have given to process my claim for Housing Benefit or Council Tax Support, or both. You may check some of the information with other departments within the council, rent offices and other councils.
- You may use any information I have given in connection with this and any other claim for Social Security benefits that I have made or may make. You may give some information to other government organisations, if the law allows this.

I know I must let you know immediately about any changes in my circumstances which might affect my claim. I will report changes in writing to Barrow Town Hall, Duke Street, LA14 2LD.

- I understand that it is a criminal offence not to tell you about any changes in my circumstances.
- I declare that the information I have given on this form is correct and complete.

Signature of person claiming

Date

Partner's signature

Date

If this form has been filled in by someone other than the person claiming.

Please tell us why you are filling in this form for the person claiming.

Name of the person who filled in the form

Relationship to the person claiming

Signature of the person

Date

Part 12a Paying benefit to your Landlord/Agent (Local Housing Allowance only)

Under the Local Housing Allowance (LHA) scheme, we will usually pay benefit to you, the tenant. You must then pay the rent to your landlord yourself.

If you think that getting Local Housing Allowance payments will cause you serious problems. We may be able to pay your LHA to your landlord. We will need to decide if you are having or are likely to have problems managing your money and paying rent.

If you, or your partner are having or likely to have problems managing your money and paying rent, please tick all the boxes below that apply to you.

Reason for paying LHA to the landlord/agent	Proof we need to see
<input type="checkbox"/> I have, or my partner has, problems managing money because of learning difficulties.	Written proof from care workers, your Doctor, Social Services.
<input type="checkbox"/> I have, or my partner has, a medical condition or mental health problem which makes it difficult to manage money.	Written proof from care workers, your Doctor, Social Services.
<input type="checkbox"/> I have, or my partner has, serious difficulties reading and writing.	Written proof from support groups.
<input type="checkbox"/> I have, or my partner has, difficulty speaking and understanding English.	Written proof from support groups.
<input type="checkbox"/> I am, or my partner is, dealing with an addiction (e.g. drugs, alcohol and gambling).	Written proof from support groups, your Doctor, Social Services, hospital.
<input type="checkbox"/> I am, or my partner is, escaping from domestic violence.	Written proof from support groups, Social Services.
<input type="checkbox"/> I have, or my partner has, severe debt problems.	Court Orders, CCJs, proof from debt advisors, solicitors, creditors.
<input type="checkbox"/> I am, or my partner is, an undischarged bankrupt.	Copy of the Court Order.
<input type="checkbox"/> I am, or my partner is, unable to open a bank account.	Letter from Bank or money advisors.
<input type="checkbox"/> I have, or my partner has, a history of rent arrears or homelessness due to rent arrears.	Proof from support/homeless groups and Local Authorities
<input type="checkbox"/> Other reason (please tell us about this below)	

If you have 'ticked' any boxes above, please answer all of the following questions:

Do you currently receive any support/help in managing your finances? No Yes If 'Yes' please tell us who helps you

Do you have anyone who could help or support you to manage your finances? No Yes If 'Yes' please tell us who helps you

Part 12b Paying benefit to your Landlord/Agent (Local Housing Allowance only)

Do you currently have any rent arrears? No Yes If 'Yes', give amount and period arrears cover

Have you previously had any difficulties in keeping your rent payments up to date? No Yes If 'Yes' please tell us why

Do you have multiple debts? No Yes If 'Yes', please supply details

Do you have anyone helping you manage these debts? No Yes If 'Yes', who is helping you?

Are any deductions being made from your income to repay debts? No Yes If 'Yes', please supply details.

Please use the space below to give us any further information in support of your request to pay benefit to your landlord?

- The information given is true and correct
- I believe it to be in my/the tenants best interest to pay Local Housing Allowance directly to my/their landlord

Name

Date

/ /

Relationship to the person claiming

Part 12c Paying Payments direct to your Landlord/Agent

If you want us to pay your Housing Benefit direct to your landlord or agent, please fill in **Part A** below. Then tear this page out and ask your landlord/agent to fill in **Part B**, sign it and send it back to us.

Part A You Must Fill This In

Claim Number (if known)

Your name

Your address
Postcode

Your Telephone Number

Part B Your Landlord/Agent Must Fill This In

Your landlord/agent's name

Your landlord/agent's address
Postcode

Telephone Number

I am the landlord or agent named above or I have permission to sign on their behalf. I would like the Housing Benefit for the tenant to be paid direct to our bank account. The details are as follows.

What name or names is the account in?

Name and Address of your Bank or Building Society

Type of account - for example, a current account

Sortcode - -
Please tell us all six numbers

Account number
This is 8 numbers long

The roll/reference number if it is a building society account

Part 9d Landlord Declaration

Please read the declaration before you sign this form.

- I am the owner or the agent of the property the tenant is living in.
- I agree to accept Housing Benefit payments for the tenant names above.
- I understand that I must tell you if I know about any change in circumstances that may affect this tenant's benefit.
- I understand that if I am overpaid benefit for this tenant, it can be recovered from me as allowed by the Social Security Administration Act 1992 and the Housing Benefit (General) Regulations 2006.

I have read and understood this declaration.

Landlord/Agent's signature

Date / /

Please return the COMPLETED FORM to Barrow Town Hall, Duke Street, Barrow-in-Furness, LA14 2LD

Part 13 Proof of Rent Form

If you do not have a tenancy agreement and you want to use this form as proof of the rent you pay to your landlord, please fill in **Part A** below. Then tear this out and ask your landlord to fill in **Part B**, sign it and send it back to us. Do not delay in returning your form.

Part A You Must Fill This In

Your name

Your address
Postcode

Your Telephone Number

Do not delay returning your claim form if you cannot get the rent form filled in straight away

Part B Your Landlord/Agent Must Fill This In

Your landlord's name

Your landlord's address
Postcode

Telephone Number

If your landlord has an agent, tell us their full name and address with postcode.
By agent we mean the person or organisation you actually pay your rent to. Postcode

Telephone Number

When did the tenancy start? / / **What date did tenant move in?** / /

How much is the rent? £ **How often do they pay it?**

Does anyone else share the rent with the tenant? **No** **Yes** *If 'Yes' tell us their names, the amount and how often they pay rent*

	£	every
	£	every

How many rooms are there in the property? *Which rooms are shared with other tenants?*

How many are used by the tenant only?

What type of tenancy is it? Assured Shorthold Other (please state)

How long is the tenancy for? / / **to** / /

When is the next rent increase due? / /

Are they behind with the rent? **No** **Yes** *If 'Yes' how much do you owe?*

Part B Your Landlord/Agent Must Fill This In (continued)

Is the home furnished by you? No Yes

If 'Yes', is it? Fully Furnished Partly Furnished Barely Furnished

Does the rent include money for the following? (If you get a separate bill, it is not included)

	Included		How much and how often?	
Heating	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every
Hot Water	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every
Lighting	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every
Cooking	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every
Meals	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every
If 'Yes', what meals are provided?	Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Evening Meal <input type="checkbox"/>	
Council Tax	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every
Water Rates	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every
Garage or parking space	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every
If 'Yes' is it a condition of your tenancy that you rent the garage?	No <input type="checkbox"/>	Yes <input type="checkbox"/>		
Do you provide any services eg gardening/cleaning?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£	every
If 'Yes' please give details	<input type="text"/>			

Please complete the following to show the latest position of rent payments

Date Rent Due	Amount of Rent Due	Amount of Rent Paid	Accumulated Arrears	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part C Landlord Declaration

Please read the declaration before you sign this form. As far as I know, the information I have given on this form is accurate. You can check the information on this form. I will tell you straight away if any of the information on this form changes. I know that you may prosecute me if I make a false statement. I understand that you cannot give me details of my tenant's claim without their permission.

I have read and understood this declaration.

Landlord/Agent's signature Date / /

Please return the COMPLETED FORM to Barrow Town Hall, Duke Street, Barrow-in-Furness, LA14 2LD